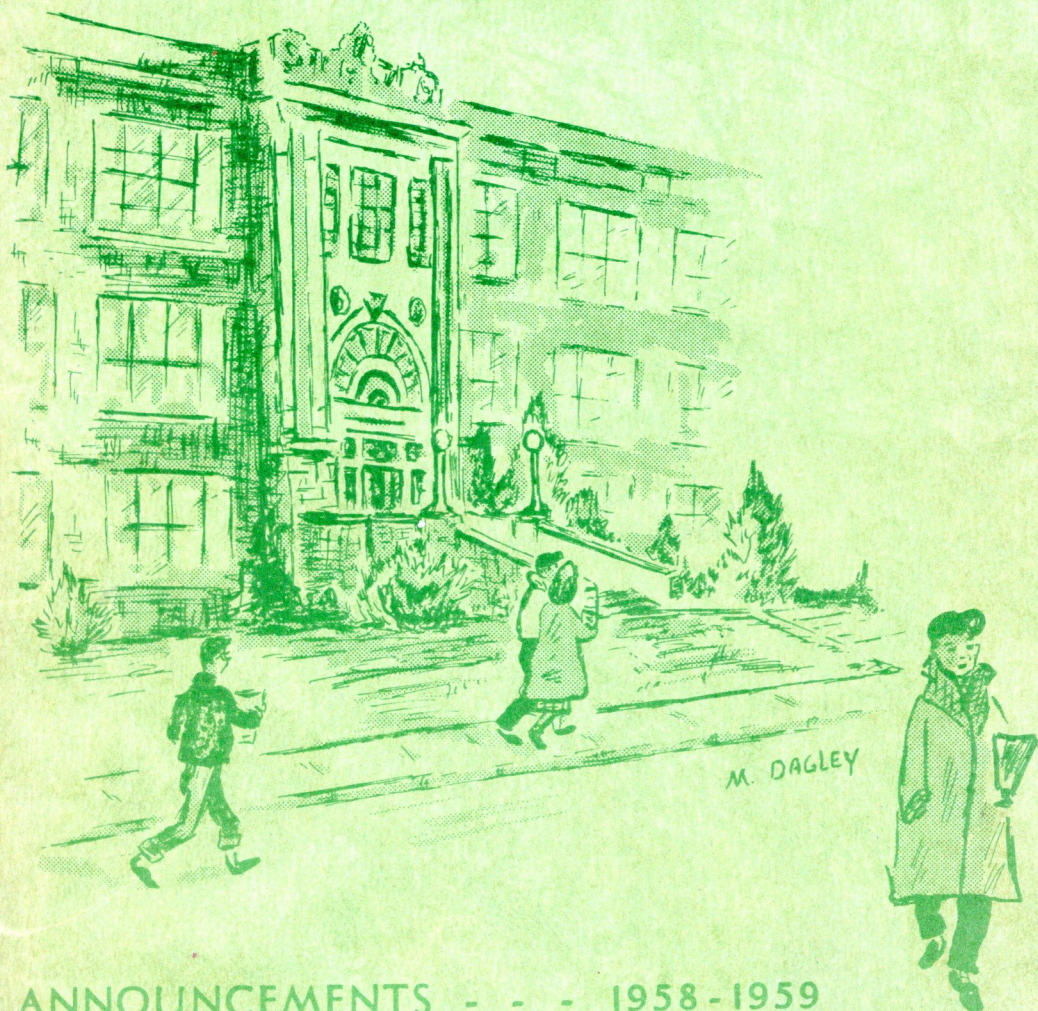


JOPLIN JUNIOR COLLEGE



ANNOUNCEMENTS - - - 1958-1959

Joplin Junior College

ANNOUNCEMENTS AND
GENERAL INFORMATION

ISSUE FOR

1958

1959

ACCREDITED

University of Missouri

State Department of Education

North Central Association of Colleges and Secondary Schools

MEMBERSHIPS

American Association of Junior Colleges
American Association of Collegiate Registrars and Admissions Officers
National Junior College Athletic Association
North Central Association of Colleges and Secondary Schools
Council of North Central Junior Colleges
Higher Education Division of the Missouri State Teachers Association
Missouri College Newspaper Association
Missouri Association of Collegiate Registrars and Admissions Officers
Interstate Athletic Conference

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JOPLIN PUBLIC SCHOOLS

Board of Education

1958 - 1959

MEMBERS

Evan D. Godfrey
W. Norman Sharp
Ronald W. Robson
Leonard R. Brown
Morgan Hillhouse
Mrs. Reba Blanke

OFFICERS

Mrs. Reba Blanke, President
Morgan Hillhouse, Vice President
Floyd H. Lyon, Treasurer
Herbert Van Fleet, Attorney
Fern Gray, Secretary
Roi S. Wood, Superintendent of Schools

JOPLIN JUNIOR COLLEGE
JOPLIN, MISSOURI

CALENDAR FOR THE YEAR 1958 - 1959

1958 —

September 1 — 2:00 p.m. Faculty Conference
 September 2 Counseling Tests for New Students
 September 4 Registration for Sophomores
 September 5 Registration for Freshmen
 September 8 — 8:00 a.m. Classes Convene
 November 27 and 28 Thanksgiving Holidays
 December 1 — 8:00 a.m. Classes Reconvene
 December 19 (at close of session) Christmas Holidays

1959 —

January 5 — 8:00 a.m. Classes Reconvene
 January 23 First Semester Ends
 January 26 Registration for Sophomores
 January 27 Registration for Freshmen
 January 28 — 8:00 a.m. Classes Convene
 March 27, 28 and 29 Easter Holidays
 March 30 — 8:00 a.m. Classes Reconvene
 May 29 Second Semester Ends
 May 31 Baccalaureate
 June 1 Commencement Exercises

FACULTY 1958-1959

Administration

- Roi S. Wood President and Superintendent of Schools
A. B., Central Wesleyan College
A. M., University of Missouri
- Maurice L. Litton Dean
A.A., Kilgore Junior College, Kilgore, Texas
B.A., M.A., Ed.D., University of Texas
- R. W. Baker Director of Industrial Education
Five years trade experience
A. B., Central College
A. M., University of Missouri
- Margaret Mitchell Registrar
A.A., Monett Junior College
B. S., Southwest Missouri State College
M. B. A., University of Denver
- Mrs. Loretta Frazier Librarian
B. S., Northwest Missouri State College
B. S. in Library Science, University of Illinois
- Carolyn Ritchhart Secretary to the Dean
A.A., Joplin Junior College
- Mrs. Edna Mae Johnson Secretary to Director of Industrial Education

Instructors

- V. L. Anderson Mechanical Drawing
B. S., Northwest Missouri State College
Stout Institute, Menomonie, Wisconsin
M.S., K.S.T.C., Pittsburg, Kansas
- Paul Antle Education
B.S., Southwest Missouri State College
M.Ed., University of Missouri
- C. Buddy Ball Physical Education
B.S., M.S., K.S.T.C., Pittsburg, Kansas
- Arthur Boles Art
B. F. A., Chicago Art Institute
- Milton W. Brietzke Speech
A.A., Sacramento Junior College
A.B., San Jose State College
M.A., Western Reserve University
- Orie A. Cheatham Commerce
B.S., Southwest Missouri State College
M.S., University of Colorado

- Ada Coffey Literature
A. B., A. M., University of Kansas
- T. Frank Coulter Orchestra
B. S., K.S.T.C., Pittsburg, Kansas
- Hildred L. Currey Piano
Graduate of Music Department of Drury College
Private Lessons with Ernest Hucheson—2 Years
Organ—Drury College
- Lloyd L. Dryer Psychology and Education
A.A., Northeastern Okla. A. & M. College
B.S., M.A., Ed.D., Oklahoma State University
- Merrill Ellis Music
B.M., M.A., University of Oklahoma
Graduate study with Charles Giard, Spensor Norton,
Charles Garland, and Roy Harris
- Mrs. Naomi Ellis Piano
B.F.A., University of Oklahoma
Graduate Work, University of Missouri
Piano with Johanna Harris, George Anson and Thor Jadorberg
- Cecil Floyd, Assistant Supt. of Schools Education
B.S., K.S.T.C., Pittsburg, Kansas
M.Ed., University of Missouri
- Harry C. Gockel History, Economics, Geography
A. B., A. M., Washington University
M.S., University of Wisconsin
- Carl L. Graham Sheet Metal
Twenty years trade experience
University of Missouri
- Marie A. Guengerich Piano
Graduate, Calhoun School of Music, Joplin. Studied with Helen
Scoville, Maurice Dusmenil, John Thompson, Wiktor Labunski,
Albert Mirovitch, Student in University of Chicago, 1918.
Member of Missouri Music Teachers Association.
- R. B. Hainline Cabinet Shop
Six years trade experience
B.S., K.S.T.C., Emporia, Kansas
Graduate, N.A.T.T.C., Chicago
- Robert A. Harris Piano
A.Mus., Joplin Junior College
B.Mus., M.S., K.S.T.C., Pittsburg, Kansas
Studied with Will Humble

- Mrs. M. M. Harutun Piano
 Three years study, Kansas City Conservatory
 Special study with John Thompson, James Friskin
 and Dorothy Dring Smutz
- Cleetis Headlee English and Journalism
 B. S., A. M., University of Missouri
- Arnold E. Irwin Social Science
 A. B., K. S. T. C., Pittsburg, Kansas
 A. M., University of Missouri
- Mrs. Margaret Ann Jeffcott Physical Education
 A.A., Joplin Junior College
 B.S. in Ed., Southwest Missouri State College
- Mrs. Mary Kirk Kelly Sociology and History
 B.A., Alabama College
 M.A., Vanderbilt University and George Peabody College for Teachers
- Ellis Kindred Auto Mechanics
 Thirty-three years trade experience
 K. S. T. C., Pittsburg, Kansas
- William J. Lebedeff Brass Instruments
 B.P.S.M., University of Miami
 M.M., University of Michigan
 "Specialist in Music Ed.", Columbia University
 Pupil of Francis Hellstein, Detroit Symphony
- James K. Maupin Zoology and Botany
 B.S., Central Missouri State College
 M.S., K.S.T.C., Pittsburg, Kansas
- Ernest L. McClymond Physics
 B. S., Central Missouri State College
- Martha Ann McCormick Mathematics
 Ph. B., A. M., University of Chicago
- Mrs. Grace Mitchell English
 A.B., Greensboro College, Greensboro, N.C.
 M.A., Pennsylvania State University
- Mrs. Margaret May Pool Mathematics
 B.S., Furman University
 M.S., Louisiana State University
- Mrs. Mary Bingham Porter Violin
 Graduate, Drake School of Music, Chicago; Graduate work at
 Von Ende School of Music, New York. Special study with Sam-
 etini, Chicago Musical College, and Jacques Gorden, New York.
 Master classes of Leopold Auer.

Gerald M. Prater	Education
B.S., Southwest Missouri State College M. Ed., University of Missouri	
Eula Ratekin	Chemistry
A.A., William Woods College A.B., A.M., University of Missouri	
Lela A. Smith	English
A. B. and B. S., Drury College A. M., George Peabody College	
Oliver Sovereign	Voice
B.S., K.S.T.C., Pittsburg, Kansas Studied with Herbert Wall, University of Missouri; Vincent Hubbard and Stephen Townsend, Boston; Louis Graveure and Enrico Rasati, New York City	
Mrs. Oliver Sovereign	Piano
Studied with Leo Miller, St. Louis; Max Landow and Alfred Oswald, Peabody Conservatory; Helen Scoville, New York City	
Mrs. Lillian Spangler	Foreign Languages
A. B., A. M., University of Missouri	
Dudley F. Stegge	Physical Education
B.S., M.S., K.S.T.C., Pittsburg, Kansas	
Vera Margaret Steininger	Commerce
A.B., University of Kansas A.M., Columbia University	
Dorothy A. Stone	Commerce
B. S., A. M., University of Missouri	
James R. Stratton	Director of Adult Education, Distributive Education
B. S. in Education, Bowling Green State University M.S. in Business Ed., K.S.T.C., Pittsburg, Kansas	
Carl H. Well	Electric and Acetylene Welding
Twenty years trade experience University of Missouri	
James Willey	Chemistry
A. B., University of Kansas	
Clarence Witzansky	Auto Mechanics
Thirty years trade experience	
Keith Wormington	Machine Shop
Twenty-one years trade experience University of Missouri	

SECTION I

GENERAL INFORMATION

The information given in this catalog is for the school year 1958-1959. Changes may be made at any time. Any student registered in Joplin Junior College should refer to his catalog frequently to guide his progress. He will find statements on almost any problem that may arise. All decisions will be based on what is stated in the catalog. Any individual, interested in attending Joplin Junior College, can find details of requirements for registration, fees and other matters herein.

HISTORICAL STATEMENT

Joplin Junior College is an integral part of the public school system of Joplin School District. It was organized by the Board of Education in 1937 as this community's part in a nationwide movement to extend the opportunity for the education of youth two years beyond high school.

On September 6, 1938 the College opened in its own building, located at Fourth and Byers. Blaine Hall, named in honor of H. E. Blaine, the first Dean of the College, was dedicated on November 1, 1946.

G. I. City, the veterans housing unit was opened for veterans for the Spring Term of 1947.

Franklin Technical School was dedicated, March 21, 1948.

Upon the opening of the Fall, 1958, Semester, the College moved to the present location, 8th Street and Wall Avenue.

PURPOSES

The particular objectives of Joplin Junior College are four in number.

(1) To provide an Arts and Science curriculum for those expecting to continue in colleges and universities.

(2) To provide semi-professional curriculums that will enable the graduate to enter fields bordering on the professional or technical work that does not require graduation from professional schools.

(3) To provide as many terminal, vocational curriculums as possible; to meet the needs of a large number of students who may not wish to, or cannot, give more than two years further preparation for their life's work.

(4) To provide opportunity for individuals not interested in college degrees, to enrich their cultural backgrounds and to improve and advance themselves vocationally.

ACCREDITATION

Joplin Junior College is a member of the American Association of Junior Colleges, and is accredited by the North Central Association of Colleges and Secondary Schools, by the University of Missouri and by the State Department of Education.

ARMED SERVICE INFORMATION

Veterans

The college is accredited with the Veterans Administration and operates under contract whereby veterans may obtain the full benefit of the educational opportunities offered under Public Law 550, and Public Law 16. Information concerning the application of these laws to education may be obtained at the College.

War-Orphans' Education Program

Young men and women whose parents—World War I, World War II, or Korean Veterans—died of injuries or diseases resulting from their military service, may be eligible to receive training under the Government's education for war orphans program, Public Law 634, 84th Congress.

The parent or guardian of the young man or woman must file an application with the Veterans Administration.

Selective Service

The Selective Service College Qualification Test is given twice a year at Joplin Junior College to students who have made application and wish to qualify for an educational deferment. To be eligible to take the test an applicant must be a registrant under the Selective Service Act who intends to request occupational deferment as a student; must be under 26 years old at the time of taking the test; must be satisfactorily pursuing a full-time college course leading to a degree (the applicant need not be in a four-year college but his entire course of study must be satisfactory for transfer of credits to a degree-granting institution); must not previously have taken the test.

Under the present law, a student making a score of 70, or better, is eligible for deferment to continue his college education.

Letters of certification are sent from the office of the Dean to the respective Draft Boards so the students currently enrolled may secure educational deferment. All male students are eligible for these letters of certification if they are registered with the Draft Board, enrolled for a full schedule in the College (14 hours or more) and doing satisfactory work.

ADULT EDUCATION

Non-Credit Courses

Joplin Junior College offers a variety of non-credit evening classes each semester. The classes meet for a two-hour period each week for 10 weeks. The fee depends upon the number of students enrolled in each course and usually range from \$6 to \$10 per course. A registration fee of one dollar is charged each semester.

Credit Courses

College-credit courses are offered in the evening program to accommodate those who must work during the day. Any course offered in the day program will be offered in the evening if there is sufficient demand. A minimum of fifteen students is required. The tuition is six dollars per semester hour plus a one dollar registration fee each semester.

BUILDINGS AND EQUIPMENT

The Joplin Junior College campus is located at 8th Street and Wall Avenue. It is within walking distance of the business district and bus terminals, accessible by highways, and on inter-urban bus routes and is adjacent to the Joplin Carnegie Library.

Franklin Technical School is located at Thirteenth and Pearl Avenue. This large building contains the cabinet shop, machine shop, sheet metal shop, welding shop, classrooms and the office of the Director of Industrial Education. This is one of the best equipped technical schools in this section of the country.

G. I. City, located at Thirteenth and Murphy, has 24 units available to veterans. All rooms are clean and attractively painted.

All football games are played at Junge Stadium, Thirteenth and Murphy Avenue, and basketball games are played in the Memorial Hall, located at 212 W. 8th Street.

STUDENT PERSONNEL SERVICES

The Library

The College Library plays an integral part in the educational development of the students. The 11,000 volumes have been carefully selected and offer an exceptional collection of standard and recent materials in research and every field covered by the various curriculums.

A dictionary card catalog with author, title, subject and analytics entries, the current issues of 114 magazines and 5 cosmopolitan newspapers, bound periodicals and ready reference volumes are in the reading room. Back issues of magazines and newspapers, an indexed vertical file and a subject-arranged pamphlet collection are housed in the stack-room and are available for use at any time by students and faculty members.

Current issues of magazines and books placed on reserve reading lists are checked for over-night use only; all books not so reserved may be checked for one-week periods.

In addition to the College collection, facilities of the Joplin Carnegie Library, containing 60,000 volumes, 125 magazines, 11 daily newspapers and films are available to students and faculty for consultation and withdrawal.

The Assembly

The place of the Assembly in the College is a multi-purposeful one. Primarily, the Assembly is employed in working toward institutional objectives. It is the sole agent responsible for the cultural advancement of the entire student body. Moreover, the programs are designed to serve and to uplift the faculty and to uplift the community through the attendance of the general public. Programs arranged for this purpose are essentially in the fine arts. The assembly platform is also used for enlightenment and information on public matters through presentation of local and national speakers and student forums. Students appear on the assembly stage to present student activities and student entertainment. Again, the Assembly is employed for business meetings of the student body and is also used by the Administration for orientation of student and staff members.

The Cafeteria

The Cafeteria has the facilities for serving several hundred students. The policy of the Cafeteria is to serve well-balanced meals at a very low cost to the students. Student help tends to keep prices to a nominal amount.

Living Quarters for Students

Students who come from outside Joplin can find sleeping rooms, rooms with kitchen privileges, and small apartments in many private homes easily accessible to the College.

Veterans may obtain apartments in G. I. City. For G. I. City reservations, write Board of Education, 827 Pearl, Joplin, Missouri.

Counseling

Every student at some time needs personal and individual help if he is to improve his planning and solve his problems. To insure each student of this help, a faculty adviser is assigned at the beginning of the

freshman year. The duties of these advisers are threefold: (1) to help the student in planning his course of study and in solving his scholastic problems so that he may get the best education commensurate with his ability and capacity, (2) to assist the student to choose a vocation, prepare for, enter upon, and progress in it, and (3) to help the student to make his own decisions with respect to personal problems.

Guidance Examinations

Each student entering Joplin Junior College for the first time is required to take a series of tests.

This series includes a test of general mental ability, and achievement tests in reading, language and mathematics. The tests are given prior to registration (see Instructions for New Students, p. 16), and the results are used as one basis for placing students in classes and courses of study. They are not used for determining entrance or for the elimination of students.

Scholarships

On April 2, 1957, The Board of Education of the School District of Joplin established two Tuition-Scholarships in memory of Mr. H. E. Blaine, the first Dean of Joplin Junior College. These scholarships, based on academic achievement, are to be awarded annually to the highest-ranking boy and girl at the end of their freshman year and are to be used the following year in Joplin Junior College.

The College offers scholarships to high-ranking high school graduates. The scholarships cover the tuition for one year for non-resident students and the incidental fee for resident students. These scholarships are sent to the administrators of the high schools and the recipients are selected by them. To be eligible, a student must rank in the upper ten per cent of the graduating class.

Scholarships are also offered to students who have demonstrated their ability to give outstanding performances in athletics, drama or music. Scholarships are for one year and students must participate in the activities for which the scholarships are granted.

For information about scholarships write to the Dean of Joplin Junior College.

Placement Service

The college maintains a placement service and is constantly informed as to available positions in the business district. Graduates are assisted in finding full-time jobs and students are assisted in finding part-time employment.

Write to the office of the Dean for information.

INSTRUCTIONS FOR NEW STUDENTS

Because it is sometimes difficult for the beginning student to know just what is expected of him, the following information has been compiled and is printed here for convenience.

A student entering Joplin Junior College as a freshman in the fall of 1958 is expected to:

1. Furnish a transcript of his high school work. The prospective student should request the principal of his high school to send the transcript to the Registrar prior to September 2, 1958.

2. Attend one of the following Guidance and Testing Sessions Tuesday, September 2, 1958.

8:00 - 12:00 A.M.

or

6:00 - 10:00 P.M.

3. Register on Registration Day, September 5, 1958, and pay tuition and fees.

GENERAL REGULATIONS

ADMISSION

Admission by Certificate

The College regularly admits without examination graduates of fully accredited high schools who present at least fifteen units of high school credit including the following:

English	3 units
Social Science	3 units
Mathematics	1 unit
Science	1 unit

The remainder of the fifteen units may be selected from any courses accepted by an accredited high school for its diploma, with the exception of physical education and military science. Not more than two units in Co-operative Occupational Education will be accepted.

Non-graduates from accredited high schools who present 15 acceptable units will be admitted by certificate if they are recommended for college admission by the high school principal or superintendent.

All candidates are expected to meet the specific admission requirements, if any, of the curriculum they desire to enter. See Section II.

A prospective student should request the principal of his high school to send a transcript of his work to the Registrar's Office. The diploma will not be accepted as a credential.

Veterans

A man or woman whose formal education has been interrupted by military service and who has not attended high school, or has not completed a high school program, may qualify for admission by taking the General Educational Development tests prepared by the Armed Forces Institute, or by taking comparable forms of the same tests after separation from service.

Students Transferring from Other Colleges and Universities

A student who has been regularly admitted to another college or university of recognized standing may be admitted to Joplin Junior College upon presentation of a statement of honorable dismissal. An official transcript for all college work should be filed with the Registrar prior to enrollment.

Special Students

Persons over twenty-one years of age who have not completed requirements for admission and who present evidence of special preparation and attainment may be admitted to the College as special students. These students may become candidates for degrees when regular admission has been established. Special students are required to take all examinations

in their courses, and are subject to the same scholastic requirements as are regular students.

Hearers

With the consent of the Registrar and the instructors concerned, students may be admitted to any course as hearers. Hearers must be registered and must pay fees, but are not required to take examinations. They receive no college credit.

REQUIREMENTS FOR GRADUATION

Associate degrees are conferred at the close of the second semester of each school year.

In order to receive the Associate Degree, the candidate must meet the following requirements:

1. He must have been regularly admitted to the College and must have met all admission requirements for the curriculum that he is following.

2. He must have earned a minimum of 64 semester hours of credit and 64 honor points, including 4 semester hours' of physical education. (See below for explanation of honor points).

(A student who is unable to participate in physical education may present 4 semester hours' additional credit by obtaining special permission from the Dean.)

3. He must have satisfied the course requirements for one of the degree plans in Section II.

4. He must have completed the last semester of his work at Joplin Junior College.

GRADES AND GRADE REPORTS

The following marks are used in grading work: E, S, M, I, F, WP, and WF. They are defined as follows:

E	Excellent
S	Superior
M	Medium
I	Below average
F	Failing
WP	Withdrawal passing
WF	Withdrawal failing

Grade reports are mailed to the parents or guardians at the end of the ninth week of each semester and at the completion of the semester.

Honor Points are given according to the grade and the number of semester hours' earned: One semester hour with a grade of "E" entitles the student to 3 honor points (sometimes referred to as "grade points"); one semester hour with a grade of "S," 2 honor points; one semester hour with a grade of "M," 1 honor point. Any grades below "M" do not add honor points.

QUANTITY AND QUALITY OF WORK REQUIRED

The normal college load is fifteen hours of work in addition to physical education. A student may not register for more than sixteen nor less than twelve semester hours in any semester without the approval of the Dean. An exception to this regulation is made in the case of engineering students who are permitted to carry seventeen or eighteen hours per semester.

The Honor Roll is published at the end of each semester. To be eligible for the Honor Roll a student must carry at least twelve semester hours of work, exclusive of physical education, and must average at least 2.0 honor points on all work carried.

A student who is not doing passing work in at least 60 per cent of work carried at the end of any semester's work is advised to withdraw. He may continue on probation for one semester. If he fails to improve his work, he may be suspended for one semester.

CLASS ATTENDANCE

Regular attendance in class and laboratory sessions is an obligation assumed by every student at the time he registers. The College does not maintain a system of excused absences and an accumulation of absences will adversely affect the semester grade. A student absent without explanation for two consecutive weeks is dropped from the official rolls and his reinstatement will be subject to the action of the Dean.

WITHDRAWALS

A student wishing to withdraw from the College for the remainder of a semester must secure an honorable dismissal through the Dean's office, after he has first returned all books and other equipment charged to him, paid all fines and fees, and cleared himself in every respect with the College office.

A student who fails to comply with the above procedure will not be recommended to any other college or university, nor will he be eligible to receive refunds of such fees or deposits as are by the rules returnable.

CHANGES IN PROGRAMS

During the second week of each semester a student may petition for a change in program in the office of the Registrar. (See Fees for Change in Program).

All changes in schedules must be recorded in the office and any irregularity in procedure may result in an "F" on the record of the student.

CLASSIFICATION OF STUDENTS

A student is classified as a freshman until he completes at least twenty-seven hours, exclusive of physical education.

EXPENSES AND PAYMENTS

All statements as to fees contained in this catalog are by way of announcement only for the school year covered by the catalog. The College reserves the right to change fees at any time without notice being given in advance.

Time of Payment of Fees

All fees must be paid in full at the time of registration at the opening of each semester or term as a condition of admission to classes. Registration is not complete until all fees are paid.

Tuition

Tuition is free to all students under 20 years of age who are residents of the School District of Joplin.

Tuition for Non-Residents, or Students 20 Years of age and Over

Students who are non-residents of the School District of Joplin or students who are 20 years of age or over, are required to pay a tuition fee of fifty dollars (\$50.00) per semester. For eight hours or more the tuition is \$50.00. For seven hours or less the tuition is \$3.75 per hour.

Matriculation Fee

A five dollar (\$5.00) matriculation fee is charged all students and is payable at the time they enroll in the College for the first time. This fee will not be subject to refund at any time.

Incidental Fee

All students in the College are required to pay an incidental fee of eighteen dollars (\$18.00) per semester. This fee includes all expenses required in every course, (except breakage in chemistry laboratory courses, tuition charges and individual supplies), as well as publications of **Chart** and **Crossroads**. Students who are permitted to carry work of from five to eight hours during the semester will be admitted on payment of an incidental fee of eleven dollars (\$11.00) per semester. Students enrolled for credit of four hours or less for the semester will be admitted on payment of an incidental fee of seven dollars (\$7.00).

Textbook Rental Fee

All textbooks are owned by the Joplin Junior College and are rented to the student. Rental deposits are required of all students and refunds,

of these deposits, when all books are turned in by the student, will be made as follows:

	Amount of Textbook Rental Fee	Refunds
8 hours or more	\$15.00	\$8.00
5 to 7 hours	\$11.00	\$6.00
1 to 4 hours	\$ 5.00	\$3.00

A lost book must be paid for before a student is eligible for the refund and before his record can be cleared.

Applied Music Fee

For one 30-minute lesson per week in applied music, the usual fee is \$36 per semester. It will be paid to the instructor.

Laboratory Breakage Fee

A deposit of one dollar (\$1.00) to cover breakage is charged for all chemistry laboratory courses. Any unused portion will be refunded at the close of the semester. Should the amount of breakage exceed the deposit, the difference must be paid at the end of the semester in order to clear all records.

Fee for Late Registration

Every student who enrolls after the registration day of each semester must pay a fee of one dollar (\$1.00) for late registration, in addition to the other fees.

Fee for Change of Program

With the exception of errors made by the College staff, a fee of one dollar (\$1.00) must be paid for each petition to change a course after the period allowed for changing programs.

Transcript Fee

Each student is entitled to two official transcripts free of charge. For each additional transcript, a fee of \$1.00 is charged.

Refund of Fees

Students leaving school or dropping courses for which they have paid fees, prior to the fifth week of the semester involved, will receive a refund of the fees paid in accordance with the following schedule:

Time of Withdrawal	Amount of Fee to be Refunded
Within the first and second weeks	80 per cent
Within the third and fourth weeks	50 per cent
After the fourth week	No Refund

STUDENT ACTIVITIES

Opportunity for participating in a wide variety of out-of-class activities is provided at Joplin Junior College. Students are encouraged to investigate the wide choice of activities and are expected to participate in one or more of these aspects of the college program.

Student Senate

The Senate is composed of the President, Vice-President, Secretary, Treasurer and Parliamentarian of the student body elected annually from the school at large; and the student senators elected from the classes by proportional representation. The Dean of the College and one other member of the faculty are advisers.

Phi Theta Kappa

Phi Theta Kappa (Eta Chi Chapter) is a national scholastic fraternity that has as its purpose the promotion of scholarship, the development of character, and cultivation of fellowship among students of both sexes in the junior colleges of the United States. To be eligible for election to membership, a student must have a grade point average of 2.3 at the end of his first semester, or a cumulative average of 2.2 at the end of his second semester, or a cumulative average of 2.1 at the end of his third semester. He must also be carrying an accumulative average of 15 hours per week, 12 of which must be accreditable in Arts and Science, and be in the upper scholastic 10 per cent of the regularly enrolled student body. To maintain active membership, a student must at the end of any given semester have a grade point average of not less than 2.0.

Pi Alpha Pi

The purpose of Pi Alpha Pi, is to promote scholarship, to create an interest in and an understanding of the business world, and to encourage each member to develop himself to a higher level of leadership, personality, and service.

To be eligible for membership, a student must have a grade point average of 2.2 for his first semester, 2.15 accumulative for his second semester, and 2.0 accumulative for his third semester, be carrying an accumulative average of 12 semester hours' per week, and either be enrolled in the Business Administration, General Business or Distributive Education curriculum, or, if enrolled in any other curriculum he must be carrying at least six semester hours' of business subjects in one semester. To maintain active membership, a student must, at the end of any given semester, have an accumulative grade point average of not less than 2.0 with no one grade lower than an "M."

Theta Mu Gamma

Theta Mu Gamma is an honorary Joplin Junior College music fraternity. Membership is open to any qualified musician who is properly enrolled and is satisfactorily passing his courses in the College. Each member is required to perform in public or before the Club at least once each semester.

The purposes of Theta Mu Gamma are: to promote better music through the college and the community; to encourage public musical performance by the various members; to recognize honorable achievement in music; and to encourage participation in the Joplin Junior College Civic Symphony, the College Choir, and church choirs of the member's own choice.

Y. M. C. A.

The Junior College Luncheon Club was first organized in 1938 by Dr. Paul R. Stevick. Noon luncheon meetings are held weekly at the Joplin Y. M. C. A. The purpose of the Club is to promote fellowship among the students and faculty men of the College; to fulfill more adequately the objectives of the Y. M. C. A. in building Christian personalities; to foster Christian ideals on the College Campus.

Each year the Club adopts projects of service and assistance. The Club attempts to send delegates to the State and Regional Y. M. C. A. conferences.

Y. W. C. A.

The Young Women's Christian Association, organized in 1938, endeavors to be of service to the women students of the College. It is a comradeship in which every woman of the College may share and offers an opportunity for development and training in leadership, religion and social service. The activities of the Y.W.C.A. are varied enough for each member to do the type of work that appeals most to her interest. The group is affiliated with the National Student Christian Association and the National Student Y. W. C. A. It makes contributions each year to the World University Fund for the relief of students in other countries.

A group of delegates attend the state fall and spring conferences of the Y.M.C.A. and Y.W.C.A. and the regional Conference at Estes Park, Colorado, during the summer.

Engineer's Club

The Engineer's Club is organized for the purpose of fostering a professional spirit and promoting the interests and activities of its members. To accomplish this purpose the Club sponsors technical projects, professional speakers, field trips to industrial plants, etc. The major social activity of the Club is the celebration of St. Patrick's Day.

To be eligible for membership a student must be enrolled in engineering, physical science, or related fields.

The Modern Language Club

The Modern Language Club is open to students of French, Spanish and German. The purpose of this group is to become better acquainted with the languages learned and with the people and countries where these languages are spoken. Some of the contributions to literature, art and music are studied including the ones which are popular today. The Modern Language Club always presents an outstanding assembly program during the year. It also has a yearly project in which the Club renders service either here or abroad.

The College Players

The College Players is organized for the purpose of promoting interest in dramatic productions. With this purpose in mind the members produce two plays during the school year, and contribute materially to assemblies and other school functions. Membership includes not only those who may have met special requirements and shown ability in acting, but students in any field of dramatic work. Make-up, costuming, set designing, publicity management, and stage direction are other phases which are studied by this organization.

Circle K

The Circle K Club was organized in 1955 by the Kiwanis Club of Joplin. The Club is a service organization formed to be of service to both the College and to the community.

Students belonging to this organization are leaders in campus life and are accepted because of their ability and willingness to serve.

The D. E. Club

The D. E. Club is composed of students of the College who are interested in the field of retailing. The only requirement is that the student must be registered for Cooperative Store Practice.

The Joplin Junior College Club is a charter member of both the state and national D. E. organization and has been active in state and national activities.

Chorus

Chorus is open to any properly enrolled student who loves to sing and has some background and experience in choral work. Auditions are held at the beginning of each semester. The college choir is limited to 60 voices.

Activities of the choir consist of concerts in neighboring towns and schools, at least one trip each year, participation with the Community Choir in the performance of an oratorio each spring, and a portion of the Baccalaureate and Commencement exercises at the end of the college year.

The director of the chorus group chooses a Triple Trio and a Men's Double Quartet from the personnel as special ensemble groups. These groups have proven very popular in civic programs and special recitals.

The Joplin Junior College Civic Symphony

The Joplin Junior College Civic Symphony, sponsored by Joplin Junior College is open to all College musicians who can qualify. The orchestra presents a series of concerts with visiting artists during the Winter Season. Many Joplin citizens participate in its activities and a high quality of music is prepared and performed. College credit is given to students who participate in the Symphony.

Beta Beta Beta

Beta Beta Beta is a social organization which has as its purpose the promotion of interest in both the social and cultural graces. Any girl officially enrolled at Joplin Junior College is eligible for membership.

The Beta calendar for the year usually includes a formal rush tea in the fall, initiation of pledges, the formal Christmas and spring dances, presentation of the annual Beta assembly, and informal get-togethers.

Athletics

Joplin Junior College is a member of the Interstate Conference and participates in the following inter-collegiate activities: Basketball, Football, Track, Golf and Tennis.

It is the policy of Joplin Junior College to conduct its inter-collegiate athletic program in such a manner so as to create respect for good sportsmanship and an appreciation of sound moral values. At no time will the inter-collegiate athletic program run counter to the main functions of the college which include, in addition to its academic goals, the education of its students in sound practices of democratic citizenship, community responsibility, sound religious and moral values, and an understanding of the rights of others.

The college attempts to build its inter-collegiate program around two major concepts:

1. The athletic program is an integral part of the educational program of the institution.
2. At no time is the inter-collegiate athletic program permitted to dominate the educational philosophy so as to bring discredit to the purpose for which the institution was founded, namely, the education of all students.

Requirements for Participation in School Activities

To be eligible for participation in contests for the College, students must be doing passing work in at least ten hours, exclusive of physical education.

With the exception of first-semester freshmen, to be eligible for participation in athletics, students must have passed in at least ten hours in the preceding semester in school.

The Crossroads

The Crossroads, the school annual, has been published each year since the College was opened. Each year the annual is the product of a student staff with faculty sponsors. It is an honor to be chosen Editor of the Crossroads, Business Manager of the Crossroads, or even a member of the staff which is limited to a very few. Recently student photographers have added much to the student interest in the annual. Every student is urged to have his picture made for the annual; likewise, each organization is urged to respond with group pictures and other pictures of interest.

The Chart

The Chart, the school newspaper, is traditional with the College. With a student staff and faculty sponsors, The Chart publishes advance news and records events of interest. The writing staff uses the work of many cartoonists, photographers, and creative writers; the business staff provides students with many experiences in the business world. In addition to the regular issues, a special illustrated supplement is published at the close of the year. Students interested in an editorial position should schedule for the course **Survey of Journalism**, either with or without credit.

The Student Handbook

The Student Handbook, a compilation of information about the College, is sponsored by the Student Cabinet of the Student Senate.

The Student Directory

The Student Directory is compiled by the Student Senate and is published annually.

SECTION II

This section contains suggested programs of study to guide the students in the selection of courses. The programs have been carefully planned and students should follow them as closely as possible. All electives should be chosen in conference with an instructor.

Schedules of courses offered during the 1958-1959 sessions will be published as separate bulletins.

AGRICULTURE CURRICULUM

Degree: Associate in Arts

1. Courses required for the Agriculture Curriculum:

English 1 and 2	6 semester hours
Inorganic Chemistry	10 semester hours
General Botany 2 or Zoology 1	5 semester hours
General Economics	5 semester hours
U. S. Government and State Government	

or

American History	5 semester hours
Mathematics	3 or 5 semester hours
*Electives in Arts and Science Courses	24 semester hours
Physical Education	4 semester hours

*Suggested courses for electives: Mathematics, Physics, Psychology, Sociology and Speech.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	5 hours
Algebra	3 or 5 hours	U. S. and State Gov't	
Electives	5 or 3 hours	or Elective	5 hours
Physical Education	1 hour	Electives	3 hours
		Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
American History		General Economics	5 hours
or Zoology	5 hours	General Botany	
Electives	11 hours	or Am. History	5 hours
Physical Education	1 hour	Electives	6 hours
		Physical Education	1 hour
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APPLIED MUSIC CURRICULUM

Degree: Associate in Music

1. Courses required in the Applied Music Curriculum:

English 1 and 2	6 semester hours
Literature	4-6 semester hours
Foreign Language (French or German)	10-15 semester hours
*Fundamentals of Speech	2 semester hours
Music Theory	16 semester hours
History of Music	6 semester hours
Applied Music (major field)	6 semester hours
Applied Music (minor field)	3 semester hours
U. S. and State Government or American History	5 semester hours
Physical Education	4 semester hours

*Not required if student presents one unit of Speech from high school.

2. General Information:

1. **Applied Music:** Private instruction may be arranged for piano, organ, voice and most orchestral instruments. Two hours of credit per semester may be granted for major study, and one hour of credit for minor study, upon the recommendation of the faculty member. The term, major field, refers to the field of specialization, such as piano, or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. One lesson of one hour per week, or two 30-minute lessons per week are required for major study, and one 30-minute lesson per week is required for minor study. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

2. **Ensembles:** Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in vocal and instrumental ensembles.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Music Theory	5 hours	Music Theory	5 hours
Foreign Language 1, 2, or U. S. Government and Fundamentals of Speech 5 ..	5 hours	Foreign Language 1 or 2	5 hours
Major Instrument 112	2 hours	Major Instrument 122	2 hours
Minor Instrument 111	1 hour	Minor Instrument 121	1 hour
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Foreign Language 2 or 3	5 hours	Literature 12	3 hours
or		Music Theory	3 hours
U. S. Government, Minor		Music History 36	3 hours
Instrument 211, and Elective		Major Instrument 222	2 hours
Literature 11	3 hours	Minor Instrument 221	1 hour
Music Theory	3 hours	Fundamentals of Speech 5	2 hours
Major Instrument 212	2 hours	State Government 10	2 hours
Music History 35	3 hours	Physical Education	1 hour
Physical Education	1 hour		
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ARTS AND SCIENCE CURRICULUM

Degree: Associate in Arts

1. Courses required for the Arts and Science Curriculum:

English 1 and 2	6 semester hours
*Fundamentals of Speech	2 semester hours
**Mathematics	3 semester hours
Courses in Fine Arts or Literature	6 semester hours
Courses distributed among Economics, Geography, European History, and Sociology	5 semester hours
State and U. S. Government or American History	5 semester hours
Biological or Physical Science (with laboratory)	5 semester hours
***Electives in Arts and Science Courses	28 semester hours
Physical Education	4 semester hours
*Not required if student presents one unit in speech for admission.	
**Not required if student presents three or more units in mathematics for admission.	
***Electives should include a foreign language.	

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester	Second Semester
English 1	English 2
Social Science or electives	American History
Electives in Fine Arts, Literature	Electives in Fine Arts, Literature
Fundamentals of Speech	Algebra
Electives (Arts and Science)	Physical Education
Physical Education	
17	17

SOPHOMORE YEAR

First Semester	Second Semester
Electives in Fine Arts, Literature	Social Science
Science	State Government
U. S. Government	Electives (Arts and Science)
Electives (Arts and Science) ..	Physical Education
Physical Education	
17	17

BUSINESS ADMINISTRATION CURRICULUM**Degree: Associate in Arts**

1. Courses required in the Business Administration Curriculum:

English 1 and 2	6 semester hours
Algebra	3 or 5 semester hours
Economics	5 semester hours
Accounting	6 or 9 semester hours
American History	5 semester hours
State and United States Government	5 semester hours
*Electives (Arts and Science courses)	25 semester hours
Physical Education	4 semester hours

*Electives should be chosen from the following: Chemistry, Botany, Zoology, Mathematics, Literature, Speech, Sociology, Geography, Psychology, History, International Relations, and Fundamentals of Physical Science.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Accounting 1	3 hours	Accounting 11	3 hours
American History	5 hours	Algebra	3 or 5 hours
Electives	5 hours	Electives	7 or 5 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Accounting 12	3 hours	Economics	5 hours
U. S. Government	3 hours	State Government	2 hours
Electives	10 hours	Electives	9 hours
Physical Education	1 hour	Physical Education	1 hour
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GENERAL BUSINESS CURRICULUM

Degree: Associate in Business

1. Courses required for the General Business Curriculum:

English 1	3 semester hours
Business Communications	3 semester hours
*Shorthand (Must include Courses 13 and 33)	6-12 semester hours
Typewriting (Must include Courses 15 and 16)	6-12 semester hours
*Accounting	3-12 semester hours
Office Machines	6 semester hours
Secretarial Procedures	3 semester hours
Business Law	3 semester hours
Business Arithmetic	3 semester hours
United States Government and State Government or American History	5 semester hours
**Electives	15-0 semester hours
Physical Education	4 semester hours

*A student may specialize in Shorthand or Accounting, or both, but in any case will take one course in Accounting.

**Electives should include: General Psychology, Fundamentals of Speech, Literature, Geography, Economics, Science, Introduction to Business.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	Business Communications	3 hours
Shorthand 3 or 13	3 hours	Shorthand 4 or 33	3 hours
Accounting 1 (at least one course required)	3 hours	Accounting 11	3 hours
Typewriting 5 or 15	3 hours	Typewriting 6 or 16	3 hours
Business Arithmetic	3 hours	Office Machines 20	3 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Shorthand 13	3 hours	U. S. Government	3 hours
Typewriting 15	3 hours	Typewriting 16	3 hours
Accounting 12	3 hours	Accounting 23, or Shorthand 33	3 hours
Office Machines 35	3 hours	Business Law	3 hours
State Government	2 hours	Secretarial Procedures	3 hours
Physical Education	1 hour	Physical Education	1 hour
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GENERAL BUSINESS CURRICULUM (One Year)

Degree: Certificate

1. Courses required for the one-year General Business Curriculum:

English 1	3 semester hours
Business Communications	3 semester hours
Shorthand	6 semester hours
Typewriting	6 semester hours
Accounting	3 semester hours
Introduction to Business	3 semester hours
Office Machines	3 semester hours
*Electives	3 semester hours
Physical Education	2 semester hours

*Electives should be chosen from: General Psychology, Speech, Literature, Business Arithmetic.

2. Suggested Order of Study:

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	Business Communications	3 hours
Shorthand 13	3 hours	Shorthand 33	3 hours
Typewriting 15	3 hours	Typewriting 16	3 hours
Accounting 1	3 hours	Accounting 11	3 hours
or Elective	3 hours	Office Machines 20	3 hours
Introduction to Business	3 hours	Physical Education	1 hour
Physical Education	1 hour		
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DENTAL CURRICULUM

Degree: Associate in Arts

1. Courses required for the Dental Curriculum:

English 1 and 2	6 semester hours
Inorganic Chemistry	8 semester hours
Zoology 1	5 semester hours
Anatomy and Physiology	5 semester hours
Physics 1 and 2	8 semester hours
U. S. and State Government or American History	5 semester hours
*Electives (Arts and Science)	18 semester hours
Physical Education	4 semester hours

*Electives should be chosen from the following: Literature, Qualitative Analysis, Sociology, History, Economics, and Foreign Language.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Inorganic Chemistry	5 hours	American History	5 hours
Zoology	5 hours	Inorganic Chemistry	3 hours
Algebra and Trigonometry	5 hours	Anatomy and Physiology	5 hours
Physical Education	1 hour	Electives	2 hours
		Physical Education	1 hour
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	16		16

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Physics 1	5 hours	Physics 2	3 hours
English 1	3 hours	English 2	3 hours
U. S. Government or Elective	3 hours	Electives	10 hours
State Government or Elective	2 hours	Physical Education	1 hour
Qualitative Analysis	3 hours		
Physical Education	1 hour		
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DISTRIBUTIVE EDUCATION CURRICULUM

Degree: Associate in Business

1. Courses required for the Distributive Education Curriculum:

English 1	3 semester hours
Business Communications or English 2	3 semester hours
General Psychology	3 semester hours
Speech	5 semester hours
Introduction to Business	3 semester hours
United States and State Government or American History	5 semester hours
Business Law	3 semester hours
Business Arithmetic	3 semester hours
Salesmanship	3 semester hours
Retailing Practices and Conferences	6 semester hours
Cooperative Store Practice	4 semester hours
Problems in Retail Merchandising	3 semester hours
Retailing Principles	3 semester hours
Advertising	3 semester hours
Basic Display	3 semester hours
*Electives	7 semester hours
Physical Education	4 semester hours

*Suggested courses for electives: English 2, Typewriting and Accounting.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	Business Communications	3 hours
Retailing Principles	3 hours	Salesmanship	3 hours
Introduction to Business	3 hours	General Psychology	3 hours
Retailing Practices and Conferences 27	3 hours	Retailing Practices and Conferences 28	3 hours
Cooperative Store Practice 27	1 hour	Cooperative Store Practice 28	1 hour
Typewriting	3 hours	Basic Display	3 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Advertising	3 hours	Problems in Retail Merchandising 26	3 hours
Fundamentals of Speech	2 hours	American History	5 hours
Accounting	3 hours	Business Law 30	3 hours
Business Arithmetic	3 hours	Public Speaking	3 hours
Cooperative Store Practice 37	1 hour	Cooperative Store Practice 38	1 hour
Electives	3 hours	Physical Education	1 hour
Physical Education	1 hour	<hr/>	
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ENGINEERING CURRICULUM

Degree: Associate in Science

1. Courses required for the Engineering Curriculum:*

English 1 and 2	6 semester hours
Literature	3 semester hours
Algebra and Trigonometry	5 semester hours
Analytic Geometry	5 semester hours
Calculus	10 semester hours
Inorganic Chemistry	8 semester hours
Engineering Drawing	2 semester hours
Descriptive Geometry	2 semester hours
Physics	10 semester hours
Statics	3 semester hours
U. S. and State Government	
or	
American History	5 semester hours
**Electives	10 semester hours
Physical Education	4 semester hours

*The admission requirements for this curriculum must include three units in mathematics and one unit in science with laboratory.

**Electives must be approved by the student's adviser and should be selected from the following: Plane Surveying, Engineering Drawing 3, Qualitative Analysis, Quantitative Analysis, General Economics, Slide Rule or Speech.

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English 1	3 hours	English 2	3 hours
Algebra and Trigonometry	5 hours	Analytic Geometry	5 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	3 hours
Engineering Drawing	2 hours	Descriptive Geometry	2 hours
Slide Rule	1 hour	State Government and Electives	4 hours
Physical Education	1 hour	Physical Education	1 hour
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	17		18

SOPHOMORE YEAR

First Semester		Second Semester	
Literature	3 hours	Calculus	5 hours
Calculus	5 hours	Physics	5 hours
Physics	5 hours	Statics	3 hours
U.S. Govt. or Electives	3 hours	U.S. Govt and/or Electives	5 hours
Physical Education	1 hour	Physical Education	1 hour
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	17		19

3. Specific grade requirements in the Engineering Curriculum are: A minimum grade of "M" in Algebra and Trigonometry 5 and a minimum grade of "M" in Chemistry 1.

GENERAL CULTURE CURRICULUM**Degree: Associate in Arts****1. Courses required for the General Culture Curriculum:**

English 1 and 2 6 semester hours

United States and State Government
or American History 5 semester hours

Electives 49 semester hours

Physical Education 4 semester hours

2. The General Culture Curriculum is planned to give the student maximum flexibility in planning his junior college program.

Sixty per cent of the total hours presented for graduation must be from work acceptable in the Arts and Science curriculum.

JOURNALISM CURRICULUM

Includes preparation for Editorial,
Advertising, Publishing, and non-
technical Radio Curriculums.

Degree: Associate in Arts

1. Courses required for the Journalism Curriculum:*

English 1 and 2	6 semester hours
Foreign Language (in 1 language)	10-15 semester hours
Biological Science	
or Physical Science	5 semester hours
Economics	5 semester hours
Survey of Journalism	1 semester hour
U.S. Government	3 semester hours
English Literature	6 semester hours
American History	5 semester hours
**Electives in Arts and Science Courses	17-12 semester hours
Physical Education	4 semester hours

*One unit of Typewriting should be included in the high school credits.

**Electives should be chosen from Speech, General Psychology, Mathematics, Sociology, Exposition, and Narration.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Foreign Language 1		Foreign Language 1 or 2	5 hours
or Electives	5 hours	Science or Electives	5 hours
Science or Electives	5 hours	Electives	3 hours
Survey of Journalism	1 hour	Physical Education	1 hour
Electives	2 hours		
Physical Education	1 hour		
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	17		17

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Foreign Language 2 or 3	5 hours	Foreign Language 3	
U. S. Government	3 hours	or Electives	5 hours
English Literature	3 hours	Economics	5 hours
American History	5 hours	English Literature	3 hours
Physical Education	1 hour	Survey of Journalism	1 hour
		Physical Education	1 hour
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	16		15

NOTE: A student following this curriculum is expected to work on the school newspaper, THE CHART.

LAW CURRICULUM

Degree: Associate in Arts

1. Courses required for the Law Curriculum:

English 1 and 2	6 semester hours
English Literature	6 semester hours
Biological Science or Physical Science	5 semester hours
U. S. Government and State Government	5 semester hours
Economics	5 semester hours
European History	3 semester hours
Accounting	3-6 semester hours
American History	5 semester hours
*Electives in Arts and Science Courses	19 semester hours
Physical Education	4 semester hours

*Suggested courses for electives: Speech, General Psychology, General Sociology and Foreign Language.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Science or Elective	5 hours	U. S. and State Government	5 hours
American History	5 hours	Accounting 11	3 hours
Accounting 1 or Elective	3 hours	Electives	5 hours
Physical Education	1 hour	Physical Education	1 hour
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17		17	

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
European History	3 hours	Economics	5 hours
Literature	3 hours	Literature	3 hours
Electives	10 hours	Electives	8 hours
Physical Education	1 hour	Physical Education	1 hour
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MEDICAL CURRICULUM

Degree: Associate in Arts

1. Courses required for the Medical Curriculum:

English 1 and 2	6 semester hours
Algebra and Trigonometry	5 semester hours
*German, French or Spanish (in 1 language)	10-15 semester hours
Inorganic Chemistry	10 semester hours
Qualitative Analysis	3 semester hours
Zoology 1	5 semester hours
Anatomy and Physiology	5 semester hours
Physics 1 and 2	8 semester hours
U. S. and State Government or American History	5 semester hours
Physical Education	4 semester hours
*Not required if the particular school our candidate plans to attend does not require Foreign Language.	
Suggested courses for electives: English Literature, History, Sociology, Gen- eral Psychology and Botany.	

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Inorganic Chemistry 1	5 hours	Inorganic Chemistry 2	5 hours
Zoology 1	5 hours	Foreign Language 1	5 hours
Algebra and Trigonometry	5 hours	Anatomy and Physiology	5 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Qualitative Analysis	3 hours	U. S. and State Government . or American History	5 hours
Foreign Language 2	5 hours	Foreign Language 3	5 hours
Physics 1	5 hours	Physics 2	3 hours
English 1	3 hours	English 2	3 hours
Physical Education	1 hour	Physical Education	1 hour
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MEDICAL TECHNOLOGIST CURRICULUM

Degree: Associate in Science

1. Courses required for the Medical Technologist Curriculum:

English 1 and 2	6 semester hours
Inorganic Chemistry	8 semester hours
Zoology	5 semester hours
Botany	5 semester hours
Anatomy and Physiology	5 semester hours
Qualitative Analysis	3 semester hours
Quantitative Analysis	5 semester hours
U. S. and State Government or	

American History	5 semester hours
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*Electives	18 semester hours
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Physical Education	4 semester hours
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*Electives should be chosen from the following: Physics, Mathematics, Literature, Psychology, Sociology, Typewriting.

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	3 hours
Mathematics	3 hours	Botany	5 hours
Psychology or Sociology	3 hours	U. S. and State Government	
Speech	2 hours	or American History	5 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Qualitative Analysis	3 hours	Quantitative Analysis	5 hours
Zoology	5 hours	Anatomy and Physiology	5 hours
Physics	5 hours	Physics	3 hours
Typewriting	3 hours	Literature	3 hours
Physical Education	1 hour	Physical Education	1 hour
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NURSING CURRICULUM

Degree: Associate in Arts

1. Courses required for the Nursing Curriculum:

English 1 and 2	6 semester hours
English Literature	6 semester hours
Inorganic Chemistry	10 semester hours
Zoology 1	5 semester hours
General Sociology	3 semester hours
General Psychology	3 semester hours
U. S. and State Government or American History	5 semester hours
Electives in Arts and Science Courses	22 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Inorganic Chemistry 1	5 hours	Inorganic Chemistry 2	5 hours
General Psychology 1	3 hours	U. S. and State Government or Electives	5 hours
American History or Electives	5 hours	Electives	3 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Zoology 1	5 hours	Anatomy and Physiology	5 hours
English Literature	3 hours	English Literature	3 hours
General Sociology	3 hours	Electives	8 hours
Electives	5 hours	Physical Education	1 hour
Physical Education	1 hour		
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NURSING CURRICULUM**Degree: Associate in Nursing**

1. Courses required for the Nursing Curriculum:

English 1 and 2	6 semester hours
U. S. and State Government or American History	5 semester hours
Speech	2 semester hours
Chemistry	5 semester hours
Anatomy and Physiology	5 semester hours
Sociology	3 semester hours
Nursing Arts	36 semester hours

2. This is a cooperative program with the St. John's School of Nursing located at St. John's Hospital, Joplin, Missouri. To meet the requirements above, the student must complete approximately one semester of work in addition to the program for nurses at St. John's.

OPTOMETRY CURRICULUM

Degree: Associate in Arts

1. Courses required for the Optometry Curriculum:

English 1 and 2	6 semester hours
English Literature	3 semester hours
Algebra and Trigonometry	5 semester hours
U. S. and State Government or American History	5 semester hours
Zoology	5 semester hours
General Inorganic Chemistry	8 semester hours
Elem. College Physics	8 semester hours
General Psychology	3 semester hours
Electives	17 or 14 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Zoology	5 hours	Algebra and Trigonometry	5 hours
Inorganic Chemistry	5 hours	Inorganic Chemistry	3 hours
General Psychology	3 hours	American History	5 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English Literature	3 hours	U. S. and State Government	5 hours
Elem. College Physics 1	5 hours	Sociology	3 hours
Electives	7 hours	Elem. College Physics 2	3 hours
Physical Education	1 hour	Electives	5 hours
		Physical Education	1 hour
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PHARMACY CURRICULUM

Degree: Associate in Arts

1. Courses required for the Pharmacy Curriculum:

English 1 and 2	6 semester hours
Algebra and Trigonometry	5 semester hours
U. S. and State Government	5 semester hours
or American History	
General Zoology	5 semester hours
General Inorganic Chemistry	8 semester hours
Elementary College Physics	8 semester hours
Accounting	3 semester hours
General Botany	5 semester hours
Qualitative Analysis	3 semester hours
Economics	5 semester hours
Quantitative Analysis	5 semester hours
Electives	2 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Algebra and Trigonometry	5 hours	American History	5 hours
General Inorganic Chemistry	5 hours	General Inorganic Chemistry	3 hours
General Zoology	5 hours	General Botany	5 hours
Physical Education	1 hour	Speech	2 hours
		Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Elem. College Physics 1	5 hours	Economics	5 hours
Qualitative Analysis	3 hours	Elem. College Physics 2	3 hours
Accounting 1	3 hours	Quantitative Analysis	5 hours
Physical Education	1 hour	Physical Education	1 hour
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PHYSICAL EDUCATION CURRICULUM

Degree: Associate in Arts

1. Courses required for the Physical Education Curriculum:

English 1 and 2	6 semester hours
Literature	4 semester hours
Science	5 semester hours
Hygiene	2 semester hours
American History	5 semester hours
United States and State Government	5 semester hours
Fundamentals of Speech	2 semester hours
General Psychology	3 semester hours
Recreational Activities	3 semester hours
Problems in Intramural Sports	3 semester hours
Scouting and Boys' Work	2 semester hours
Rules and Officiating	2 semester hours
Play and Games	2 semester hours
Electives	16 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
American History or Science	5 hours	Science or American History	5 hours
General Psychology	3 hours	Recreational Activities	3 hours
Problems in Intramural Sports ..	3 hours	Fundamentals of Speech	2 hours
Hygiene	2 hours	Electives	3 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Masterpieces of Literature	2 hours	Masterpieces of Literature	2 hours
United States Government	3 hours	State Government	2 hours
Rules and Officiating	2 hours	Scouting and Boys' Work	2 hours
Electives	8 hours	Play and Games	2 hours
Physical Education	1 hour	Educational Psychology	3 hours
	<hr/>	Electives	4 hours
		Physical Education	1 hour
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SOCIAL WORK CURRICULUM

Degree: Associate in Arts

1. Courses required for the Social Work Curriculum:

English 1 and 2	6 semester hours
Fundamentals of Speech	2 semester hours
Literature 3, 4 or 11, 12	4-6 semester hours
General Botany 2 or Zoology 1	5 semester hours
Economics 8	5 semester hours
U. S. Government and State Government	5 semester hours
Psychology 1	3 semester hours
Sociology 1	3 semester hours
American History	5 semester hours
Electives in Arts and Science Courses	20 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Science or Elective	5 hours	Science or Elective	5 hours
Sociology 1	3 hours	U. S. and State Government	5 hours
American History	5 hours	Fundamentals of Speech	2 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
Literature 3 or 11	2-3 hours	Economics	5 hours
Psychology 1	3 hours	Literature 4 or 12	2-3 hours
Electives	10 hours	Electives	8 hours
Physical Education	1 hour	Physical Education	1 hour
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TEACHER-TRAINING CURRICULUM FOR ELEMENTARY LEVEL (Two Years)

Degree: Associate in Education

1. Courses required for the Two-year Elementary Teacher-Training Curriculum:

English 1 and 2	6 semester hours
Children's Literature	2 semester hours
American History	5 semester hours
U. S. Government or State Government .. 3 or 2	2 semester hours
Geography	3 semester hours
Arithmetic for Teachers	2 semester hours
Science	5 semester hours
Art Education	3 semester hours
Public School Music	2 semester hours
Hygiene	2 semester hours
Play and Games	2 semester hours
Educational Psychology	3 semester hours
Elementary School Organization and Management	2 semester hours
Technique of Teaching in Elementary Schools Observation and Practice Teaching in the Elementary School	3 semester hours
General Psychology	3 semester hours
Electives	10 or 11 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

First Semester		Second Semester	
English 1	3 hours	English 2	5 hours
Zoology or or American History	5 hours	American History or Botany	5 hours
Hygiene	2 hours	*Introduction to Music	2 hours
General Psychology	3 hours	*Music Masterpieces	1 hour
Intro. to Education	3 hours	Educational Psychology	3 hours
Physical Education	1 hour	Elem. School Organization and Management	2 hours
		Physical Education	1 hour
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*Not required if student has a good background in music.

SOPHOMORE YEAR

First Semester		Second Semester	
Science (Physical)	5 hours	State Government	2 hours
Art Education	3 hours	Children's Literature	2 hours
Public School Music	2 hours	Play and Games	2 hours
Geography	3 hours	Fundamentals of Speech	2 hours
Technique of Teaching	3 hours	Arithmetic for Teachers	3 hours
Physical Education	1 hour	Obs. and Practice Teaching	3 hours
		English Literature	3 hours
		Physical Education	1 hour
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TEACHER-TRAINING CURRICULUM FOR ELEMENTARY LEVEL (Four Years)

Degree: Associate in Arts

1. Courses required for the Elementary Teacher-Training Curriculum:

English 1 and 2	6 semester hours
English Literature	3 semester hours
Fundamentals of Speech	2 semester hours
American History	5 semester hours
U. S. Government and State Government	5 semester hours
Geography	3 semester hours
Science (with laboratory)	5 semester hours
General Psychology	3 semester hours
Introduction to Education	3 semester hours
Electives	25 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Zoology or		American History	
or American History	5 hours	or Botany	5 hours
Hygiene	2 hours	*Introduction to Music	2 hours
Art Education	3 hours	*Music Masterpieces	1 hour
Introduction to Education	3 hours	General Psychology	3 hours
Physical Education	1 hour	Fundamentals of Speech	2 hours
		Physical Education	1 hour
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*Not required if student has a good background in music.

SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English Literature	3 hours	U. S. Government	3 hours
Science (Physical)	5 hours	Children's Literature	2 hours
Public School Music	2 hours	Play and Games	2 hours
Geography	3 hours	Elem. School Org. and Mgt.	2 hours
State Government	2 hours	Arithmetic for Teachers	2 hours
Physical Education	1 hour	Educational Psychology	3 hours
		Elective	2 hours
		Physical Education	1 hour
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TEACHER-TRAINING CURRICULUM FOR SECONDARY LEVEL**Degree: Associate in Arts****1. Courses required for Teacher Training for Secondary Level:**

These requirements depend entirely upon what the student chooses as his major and minor subjects. In order to be sure a student is choosing his courses in the most advantageous way, the entire four-year curriculum is listed below. A student may take his first two years in the Joplin Junior College, working off most of his general requirements, and half of the number of hours for both the major and minors. To be eligible for graduation from Joplin Junior College the student must complete in full numbers 3 and 4 of the general requirements and enough hours from his major and minor subjects to total at least 60 semester hours. Specific State Requirements for High School Teachers in Different Teaching Fields:

Secondary Teachers

Junior high school teachers must meet the same standards as senior high school or four-year high school teachers. All hour requirements are stated in terms of semester hours. The academic standards and the standards for approval in special teaching fields have been formulated in terms of the patterns for the secondary-school curriculum.

General Requirements

1. A baccalaureate degree from an accredited college or university.
2. Completion of sufficient college work in two subject-matter fields to meet the standards for certification and approval for a teacher in a Class A, AA, or AAA school.
3. A total of twenty-five hours of college work which may be selected from a minimum of three of the following fields: English, Social Studies, Mathematics, Natural Sciences, Foreign Languages, and United States and State Government.
4. Two years of college work in General Physical Education and Health and Hygiene.

Professional Requirements

Not less than eighteen hours of undergraduate work in professional education courses including a course in each of the following:

Group One—Orientation

1. Educational psychology.
2. A general orientation course, such as History of Education, Philosophy of Education, or Principles of Education.

Group Two—Methods

1. General methods in secondary teaching.
2. Special techniques in one teaching field.
3. A general administration course for teachers.

Group Three—Teaching.

1. Student teaching (5 hours).

SPECIAL REQUIREMENTS FOR TEACHERS:

1. Language Arts

- a. English 24 hours

Including at least 5 hours in composition, 5 hours in English literature, 5 hours in American literature, and 2 hours in speech.

b. School Publications

Twenty-four hours in English with at least 5 hours of college work in school publications (not more than 5 hours in school publications may be counted as a part of the total of 24 hours required to teach English).

- c. Speech 10 hours

Twenty-four hours in English with at least 10 hours in Speech including Fundamentals, Public Speaking, and Oral Interpretation (not more than 5 hours of speech may be counted in meeting the 24 hours required to teach English).

d. Foreign Languages

Twenty hours in each language taught, or 15 hours plus two or more high school units in same language.

2. Social Studies

All teachers of social studies must have at least twenty-four hours in this area including at least one course each in American History, European History, Economics, Government, and Sociology. Teachers of American History and World History must have at least $7\frac{1}{2}$ hours in each of these subjects taught, and teachers of Economics, Sociology, and Government must have at least 5 hours in each of these subjects taught.

Teachers of Geography must have five hours in Geography which may be counted as a part of the 24 hours required.

3. Mathematics 15 hours

4. Natural Science 24 hours

Including at least 15 hours in each science taught; provided that teachers of General Science and Advanced Physical Science shall have at least 5 hours of work each in Chemistry, Physics, and Biology, or 10 hours in college General Science as a part of the total 24 hours required in science.

5. Fine Arts

- a. Music

- (1) Full-time teachers 24 hours

- (2) Part-time teachers15 hours
Including Conducting, History and Appreciation and Theory.
 - b. Art
 - (1) Full-time teachers24 hours
 - (2) Part-time teachers15 hours
 - c. Literature 10 hours
Twenty-four hours in English, with at least 5 hours of work in American literature and 5 hours in English literature as outlined for English teachers.
- 6. Practical Arts
 - a. Home Economics
 - (1) Vocational to be approved by state supervisor
 - (2) General
Including work in Home Management, Foods and Nutrition, and Clothing and Textiles.
 - b. Agriculture
 - (1) Vocational to be approved by state supervisor
 - (2) General
 - Full-time 24 hours
 - Part-time 15 hours
 - General agricultural teachers shall have such college courses as Poultry, Dairying, and Agricultural Economics.
 - c. Commerce
 - (1) Full-time teachers 24 hours
 - (2) Part-time teachers 15 hours
Including at least 7 1/2 hours of work at the college level in the subject taught for teachers of Shorthand, Typewriting, or Bookkeeping; the first 5 hours of this requirement may be met by passing satisfactorily a proficiency examination in the subject taught, the examination to be administered by an accredited college or university that offers a teacher-training program in business education including the subject in which the examination is given. The teacher of Business Law shall have at least 5 hours in this subject. Teachers of other business subjects shall have at least 15 hours of work distributed over the field of business, exclusive of Shorthand and Typewriting. Qualified teachers of English and Mathematics may be approved to teach Business English and Business Arithmetic respectively.

d Industrial Arts

(1) Vocational To be approved by state supervisor

(2) General

Full-time teachers 24 hours

Part-time teachers 15 hours

Including at least six hours of college work in each subject taught.

7. Health and Physical Education

a. Full-time teachers 24 hours

b. Part-time teachers 15 hours

Including work in Health, Physiology, Physical Activities, and Recreation.

8. Librarians

a. Full-time librarians 24 hours in Library Science

NOTE: Permanent teaching certificate required in order to be certificated for Library Supervision.

3. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	English 2	3 hours
Mathematics or Science	5 hours	Social Science or	
Electives (major or		*Foreign Language 1	5 hours
minors suggested)	8 hours	Electives (major or	
Physical Education	1 hour	minors suggested)	8 hours
		Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
*Foreign Language 2 or		Literature or Speech	3 hours
Electives	5 hours	Social Science or Science.....	3 hours
Literature or Social Science	3 hours	U. S. Government	3 hours
State Government	2 hours	Electives (major or	
Electives (major or		minors suggested)	7 hours
minors suggested)	6 hours	Physical Education	1 hour
Physical Education	1 hour		
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*If Foreign Language is chosen, at least two semesters in the same language must be completed.

VOCATIONAL SHOPS CURRICULUM

Degree: Associate in Technology

1. Courses required for the Vocational Shops Curriculum:

English 1	3 semester hours
Business Communications	3 semester hours
Engineering Drawing 1	2 semester hours
General Sociology 1	3 semester hours
State and United States Government or American History	5 semester hours
Electives	12 semester hours
Shops (one-half of each day 8 hours per semester)	32 semester hours
Physical Education	4 semester hours

2. Suggested Order of Study:

FRESHMAN YEAR

<i>First Semester</i>		<i>Second Semester</i>	
English 1	3 hours	Business Communications	3 hours
Shop (one-half of each day)	8 hours	Shop (one-half of each day)	8 hours
Electives	5 hours	Electives	5 hours
Physical Education	1 hour	Physical Education	1 hour
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SOPHOMORE YEAR

<i>First Semester</i>		<i>Second Semester</i>	
General Sociology	3 hours	*U. S. Government	3 hours
Engineering Drawing 1	2 hours	*American History	5 hours
*State Government	2 hours	Shop (one-half of each day)	8 hours
Shop (one-half of each day)	8 hours	Physical Education	1 hour
Physical Education	1 hour	<hr/>	
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*American History, 5 hours, or State and U. S. Government 10 and 11, 5 hours, will meet the requirement. Other electives may be selected.

SECTION III

EXPLANATION

Definition of Semester Hours: The hour, which is the unit of credit given in the College, is the equivalent of a subject pursued one period per week for one semester of approximately eighteen weeks. Thus, a course valued at two semester hours' credit will normally meet two hours per week for one semester.

Course Numbers: Each course has been given a number which follows the name of the course. The small letters indicate the semester or semesters in which the course is usually offered: "f" designates a course offered in the fall semester; "w," the winter semester.

Vocational Courses: In general, the vocational college classes are conducted on a three-hour, five-day week basis providing 8 hours' credit each semester with the remainder of the day being spent in related college courses.

ARTS AND SCIENCE

1. ENGLISH AND SPEECH

a. ENGLISH

English 1 (f and w). Provides instruction in grammatical and rhetorical elements of composition. Students whose training in the basic skills is insufficient will be assigned to sections meeting five times a week. Students who show exceptional ability may be permitted to substitute English 7a for their English 1 requirement. 3 hours.

English 2 (f and w). Prerequisite, English 1. Develops reading comprehension through an introduction to types of literature and offers practice in the writing of clear, forceful exposition. 3 hours.

English 7a (f). A special composition course for freshmen who demonstrate exceptional proficiency in the mechanics and effectiveness of expression in English. 3 hours.

Exposition 7 (f). Prerequisite, English 1 and 2, or their equivalent. A study of the techniques of factual writing and the writing of non-fiction. Recommended for all students, especially for those entering professional schools. 3 hours.

Narration 8 (w). Prerequisite, English 1 and 2 and one semester of any course in literature. An introductory course in creative writing, with special emphasis on the short story. 3 hours.

Survey of Journalism (f and w). No prerequisite. Open to freshmen and sophomores who want an opportunity to try various types of work in the field of journalism and who want to become active on the staff of the college paper. May be repeated for credit. 1 hour.

Masterpieces of Literature 3 (f). No prerequisite. Open to freshmen and sophomores. Includes the reading in translation of representative works from Homer, Aeschylus, Sophocles, Euripides, Plato, Virgil, Herodotus, Aristotle, Moliere, Shakespeare, and Isben. 2 hours.

Masterpieces of Literature 4 (w). No prerequisite. Open to freshmen and sophomores. Includes the reading and discussion of significant prose and poetry from twentieth century English and American authors. 2 hours.

American Literature 5 (f and w). The course is designed primarily to acquaint the student with the important literary works produced in America. 3 hours.

English Literature 11 (f). Prerequisite, sophomore standing. A survey course in English Literature from Beowulf to the Romantic Movement. 3 hours.

English Literature 12 (w). Prerequisite, sophomore standing. A survey course in English Literature from the Romantic Movement to the present. 3 hours.

Children's Literature 13 (w). Prerequisite English 1. Survey of literature taught in elementary schools. 2 hours.

Business Communications 2 (w). (See COMMERCE).

b. SPEECH

Fundamentals of Speech 5 (f and w). A practical course designed to improve or to develop self-expression. Class projects involve speaking situations that the student might conceivably encounter outside the classroom on a business, professional, social, or economic level. Emphasis is upon delivery rather than substance. 2 hours.

Introduction to the Theatre 6 (f). Survey course in theatre history, stressing the contributions of playwrights, actors and social trends of all periods as contributing factors to the contemporary theatre. 2 hours.

Play Production 9 (w). A course dealing with the techniques and problems of mounting a play. The course includes a basic analysis of the construction of the drama, along with the basic elements of costume, stagecraft and make-up. Each student will serve in some capacity of back stage work on the current production. 3 hours.

Beginning Acting 11 (f). A basic course in acting; character analysis and the creation of a role; stage movement and basic techniques. Attention given to individual and group rehearsals. Laboratory work includes taking part in some phase of the major production. 3 hours.

Beginning Directing 13 (w). Basic principles, skills, and techniques involved in the direction of plays. An analysis and study with practical demonstrations and class exercises of these fundamental principles of play directing. 3 hours.

Public Speaking 15 (f). Prerequisite, Fundamentals of Speech 5. Practice in preparation and delivery of impromptu, extemporaneous manuscript and memorized speeches. 3 hours.

2. FOREIGN LANGUAGE

a. French

Elementary French 1 (f or w). Conversation and vocabulary building. Pronunciation, essentials of grammar and graded readings. 5 hours.

Intermediate French 2 (w). Prerequisite, Elementary French 1 or two years high school French. Emphasis on conversation and vocabulary building. Reading of stories and plays. 5 hours.

Advanced French 3 (w). Prerequisite, Intermediate French 2. Advanced conversation and reading. 5 hours.

b. German

Elementary German 1 (f or w). Conversation and easy reading. Pronunciation, grammar and dictation. 5 hours.

Intermediate German 2 (w). Prerequisite, German 1. Emphasis on the spoken idiom. Reading of stories and plays. 5 hours.

Advanced German 3 (f or w). Prerequisite, German 2. Emphasis on conversation. Reading of advanced plays and stories. 5 hours.

c. Spanish

Elementary Spanish 1 (f or w). Conversation and vocabulary building are most important. Fundamentals of grammar and pronunciation. 5 hours.

Intermediate Spanish 2 (f or w). Prerequisite, Elementary Spanish 1 or two years of high school Spanish. Conversation is stressed. Composition and reading of Spanish plays. 5 hours.

Advanced Spanish 3 (f or w). Prerequisite, Intermediate Spanish 2, or three years of high school Spanish. Conversation is stressed. Rapid reading of Spanish masterpieces. 5 hours.

3. MATHEMATICS

Plane Geometry 0 (f). A short course in Plane Euclidean Geometry for students not offering Plane Geometry for entrance. No credit for engineering students. 3 hours.

Solid Geometry 00 (w). A short course for students not offering Solid Geometry for entrance. No credit for engineering students. 2 hours.

Technical Mathematics 12 (f or w). A course in general mathematics used in reading blue prints, in sketching, in layout, and in pattern making. 5 hours.

Algebra 1 (f). A basic course in algebra for students who are not ready for more advanced courses. No credit for engineering students and no credit for students who have two units of high school algebra. 3 hours.

Trigonometry 2 (w). Prerequisite, two units of high school algebra, Algebra 1, or Algebra 3. (Not open to students who have credit for high school trigonometry.) Study of trigonometric functions and their applications. 3 hours.

Algebra 3 (f or w). Prerequisite, one unit of high school algebra. (Not open to students who have two units of high school algebra.) A course intended for students who do not expect to take mathematics after the freshman year in college. 5 hours.

Algebra and Trigonometry 5 (f or w). Prerequisite, four units of high school mathematics, Algebra 1, or consent of the instructor. (Required of all engineering students.) Fundamental principles of algebra and trigonometry. 5 hours.

Slide Rule 5 (f or w). Prerequisite, trigonometry or concurrent registration in trigonometry. A laboratory course in the use of a log-log rule. A student may be excused if he passes a proficiency test. Meets two hours a week. 1 hour.

Analytic Geometry 4 (w). Prerequisite, Algebra and Trigonometry 5 with a minimum grade of "M." A study of straight lines, conics, quadratics, and allied topics. 5 hours.

Calculus 15 (f). Prerequisite, Analytic Geometry 4. Fundamentals of differentiation and integration and practical applications. 5 hours.

Calculus 16 (w). Prerequisite, Calculus 15. Advanced theory of differentiation and integration, series, and functions of multiple variables and a brief introduction to differential equations. 5 hours.

Plane Surveying 9 (f). Prerequisite, trigonometry. An introductory course. A study of adjustment and use of surveyor's compass, levels, plane table and alidade, and transit. Field work in chaining, profile and differential leveling, traverse, land survey, etc. 2 hours.

Statics 13 (w). Prerequisites, Physics 3 and concurrent registration in Calculus 16. The principles of mechanics as applied to problems of engineering in which the structures under consideration are in static equilibrium. 3 hours.

4. MECHANICAL DRAWING

Engineering Drawing 1 (f or w). Study of use of drawing instruments, lettering, technical sketching, tracing and blue printing. A. S. A. standards are basis for drafting conventions. 2 hours.

Descriptive Geometry 2 (f or w). Prerequisite, Engineering Drawing 1. Practical applications of principles to problems of geology and mining, and mechanical and architectural engineering. 2 hours.

Engineering Drawing 3 (f or w). Prerequisite, Engineering Drawing 1. Screw thread, bolts and nuts, detail and assembly, gear and cam design, topographical and pattern drafting. 2 hours.

Architectural Drawing 4 (f or w). Prerequisite, Engineering Drawing 1. The fundamental principles of house planning, including materials of construction and room arrangements. Plans will be drawn of some suitable building. 2 hours.

5. PSYCHOLOGY

General Psychology 1 (f or w). Principles which control individual human behavior. 3 hours.

Applied Psychology 3 (w). Prerequisite, General Psychology 1. The application of psychological principles to human relations, personality studies, and certain professional and non-professional occupations. 3 hours.

6. SCIENCE

a. BIOLOGICAL SCIENCE

General Zoology 1 (f). A detailed study of a vertebrate animal, followed by a general survey of the animal groups and studies of representatives of these groups. 5 hours.

General Botany 2 (w). Study of structure and activities of living plants. 5 hours.

Anatomy and Physiology 5 (w). Prerequisite, General Zoology 1 with minimum grade of "M". Includes study of structure of the cell, skeletal and muscular and nervous systems, and introduction to embryology. 5 hours.

Anatomy and Physiology 5a (f). Required, current enrollment in the nurses-training curriculum or special permission of the instructor. A study of the structure and function of the human body with special emphasis applicable to nursing. 5 hours.

b. PHYSICAL SCIENCE

General Inorganic Chemistry 1 (f and w). Introduction to laws and theories of chemistry and to laboratory procedures. Three 1-hour lectures per week and two 2-hour laboratory periods per week. 5 hours.

General Inorganic Chemistry 2 (f and w). Prerequisite, General Inorganic Chemistry 1 with a grade of "M". Emphasis on oxidation-reduction reactions, applications of the law of chemical equilibrium, and properties of metals. Three 1-hour lectures per week and two 2-hour laboratory periods per week may be taken for five hours' credit with laboratory or for three hours' credit without laboratory. 3 or 5 hours.

Qualitative Analysis 3 (f). Prerequisite, General Inorganic Chemistry, 8 hours. May be taken simultaneously with Chemistry 2 lecture. Identification of metals and the more important anions. Three two-hour laboratory periods and one one-hour lecture per week. 5 hours.

Quantitative Analysis 4 (w). Prerequisite, General Inorganic Chemistry 1 and 2. Includes both volumetric and gravimetric analysis. Five two-hour laboratory periods and one one-hour lecture per week. 5 hours.

Fundamentals of Physical Science 1 (f or w). A cultural course in the field of physical science planned to give the student basic concepts in the fundamentals of chemistry and physics and the application of science to modern living. Lecture, laboratory and demonstration. No prerequisite. 5 hours.

Elementary College Physics 1 (f). Prerequisite, Plane Geometry. Includes study of mechanics, heat and sound. 5 hours.

Elementary College Physics 2 (w.) Prerequisite, Elementary College Physics 1. Includes study of electricity and light. Courses 1 and 2 designed for medical students. 3 hours.

General College Physics 3 (f). Prerequisite, ten hours of college mathematics. Calculus should be taken concurrently. Includes study of mechanics, sound and heat. Courses 3 and 4 for pre-engineering students. 5 hours.

General College Physics 4 (w). Prerequisite, General College Physics 3. Study of electricity and light, followed by introduction to modern applications of physics. 5 hours.

Technical Science 5 (f or w). Includes study of fundamentals of mechanics, heat, electricity, gear-calculations, speeds, and other operations concerning general shop. 5 hours.

7. SOCIAL SCIENCE

a. GEOGRAPHY

Introduction to Geography 1 (f or w). Study of climate and natural resources, and modification of the earth's surface by internal and external forces, and their effects on populations. 3 hours.

b. HISTORY

Modern European History 3 (f). Study of growth of nations, and cultural and political developments from 1492 to 1815. 3 hours.

Modern European History 4 (w). Study of development in Europe from the Congress of Vienna to the present. 3 hours.

American History 5 (f and w). The foundations of American nationality, with special emphasis on the European heritage, planting and development of colonies in America, evolution of colonial and national institutions, the slavery question and the war between the states; the post-war period with emphasis on the development of labor organizations and business enterprise. 5 hours.

c. POLITICAL SCIENCE

General Economics 8 (f and w). Prerequisite, Sophomore standing. An introduction of the American economy. A study of the functioning of the competitive system, organization of business and labor, the economic role of government, the problems of production and consumption, money and banking, price determination, international trade, business cycles, social movements and social legislation and economic welfare. 5 hours.

State Government 10 (f and w). The subject matter dealing with state and local governments includes the following: a survey of some political ideologies, a study of constitutional structures; stress on popular government; examination of services and activities; and an analysis of selected major problems. 2 hours.

United States Government 11 (f and w). The subject matter is organized on principles and practices of government. Starting with the formation and structure of the federal government, successively, civil rights and responsibilities, legislature and public policy, administration, adjudication, and services and activities are presented. 3 hours.

International Relations 12 (f or w). A general introductory course which includes the meaning of sovereignty, the evolution of the modern state system; factors which affect the power of a state, such as raw materials, political institutions, industrial, commercial and financial strength; the international positions and foreign policies of the great powers; history of recent international relations building for a more stable world. 3 hours.

d. SOCIOLOGY

General Sociology 1 (f or w). Study of forms of human association, with special attention to movements to improve human life. 3 hours.

The Family 2 (w). Study of factors which make or mar homes, and of ways to promote better homemaking. 3 hours.

COMMERCE

1. GENERAL BUSINESS

Accounting 1 (f). Fundamental principles as applied to modern business practice, including theory of debits and credits, journals, ledgers, balance sheets, and profit and loss statements. 3 hours.

Accounting 11 (w). Prerequisite, Accounting 1, or high school bookkeeping, or special permission of instructor. A study of various subjects, such as payrolls, insurance, depreciation, branch accounting, partnerships, and corporations. 3 hours.

Accounting 12 (f). Prerequisite, Accounting 11. Application of accounting principles to manufacturing statements, cost accounting, valuation accounts, and other special topics. 3 hours.

Accounting 23 (w). Prerequisite, Accounting 12 or special permission of instructor. An advanced course in the study of appraisals, investments, inventories, valuation procedures, surplus, and comparative statements. 3 hours.

Business Communications 2 (w). Prerequisite, English I. Provides for the study of the principles for writing effective business letters. Students get experience in writing various kinds of letters: sales, credit, collection, adjustment, application and others. 3 hours.

Business Arithmetic 7 (f). A review of the fundamental process of arithmetic as applied to integers, fractions, and decimals, and their uses in percentage, interest, and simple business forms. 3 hours.

Economics 8 (f and w). (See under **Social Science**.)

Retailing Principles 21 (f). An analysis of the development and scope of modern merchandising in retail businesses; the importance of store location and layout; the principles and policies of store organization; and the problems involved in buying, invoice procedures, and inventory methods. Other phases of the course include store expense, customer service, credit, insurance, sales, and promotion. 3 hours.

Introduction to Salesmanship 22 (w). An analysis of the techniques of personal, retail, and general selling. Selecting sales appeals, planning the approach, and the methods of effecting a favorable response. The objectives of the course are to develop skill in personal persuasion and to provide an introduction to modern selling activity. 3 hours.

Introduction to Business 24 (f). A study of the function, means of financing, and methods of controlling and managing a business. It affords assistance in choosing an area for specialization and provides a background for more specialized courses that follow. 3 hours.

Advertising 25 (f). A study of the general principles of advertising, with special emphasis upon its use by retail organizations, including mediums employed, sales promotion, layout construction, and copy writing. Principles of interior and window display for retail stores. 3 hours.

Basic Display 6 (w). Show-card layout and practices in store display. 3 hours.

Problems in Retail Merchandising 26 (w). Prerequisites, Sophomore standing and Business Arithmetic 7 or special permission of the instructor. This course is intended to develop within the retailing student a mastery of the technical tools that will be used at once. Instruction is given on how open-to-buy is calculated, how mark-up percentages are determined, how the relationship between sales and stocks is controlled, and how statistical data are analyzed to determine points of strength and weakness. 3 hours.

Cooperative Store Practice 27, 28, 37, 38 (f and w). Local merchants and the school cooperate with students in supervised work in local stores in order to gain practical experience in retailing. At least fifteen hours per week of supervised employment is required. Concurrent with this course is Retailing Practices and Conferences. 4 hours.

Retailing Practices and Conferences 27 and 28 (f and w). Individual instruction, using specific assignment sheets, for the particular duties of the trainee at the moment in the type business he is learning as his life's work, enabling greater efficiency on present tasks and preparation for the next tasks to be learned on the job. 6 hours.

Business Law 30 (w). Prerequisite, sophomore standing except for terminal students. Study of common rules and legal principles used in business procedure. This includes a study of partnerships, corporations, contracts, negotiable instruments, agency, bailments, insurance, and sales as applied to business and cases involving these subjects. 3 hours.

2. SECRETARIAL

Shorthand 3 (f). Beginning Shorthand. A theory course in which the principles of shorthand are studied. Vocabulary building is stressed. Not open to students who have completed one year of shorthand in high school, except by permission of the instructor. Typewriting should precede or parallel the course. 3 hours.

Shorthand 4 (w). Intermediate Shorthand. Prerequisite, Shorthand 3 or any course in which the theory has been completed. This is a dictation course, with a review of theory, and special attention given to developing efficient transcription procedures. Dictation will range from 60 to 100 words per minute, depending upon the ability of the students. The minimum speed requirement is 80 words per minute with 95% accuracy. 3 hours.

Shorthand 13 (f). Advanced Shorthand. **Prerequisite,** Shorthand 4 or the ability to take dictation at 80 words per minute. The emphasis in this course is to develop accuracy in transcription as well as to increase the rate of transcription. Dictation will range from 80 to 140 words per minute. The minimum requirement is 100 words per minute with 95% accuracy. 3 hours.

Shorthand 33 (w). Advanced Shorthand. **Prerequisite,** Shorthand 13 or the ability to take dictation at 100 words per minute. This is a course for the development of expert stenographers. A great deal of emphasis is placed upon accuracy and rate of transcription, and production of mailable letters. Dictation will range from 100 words per minute to 160 words per minute. The minimum requirement is dictation at 120 words per minute and to produce mailable letters. 3 hours.

Typewriting 5 (f). Beginning Typewriting. The chief emphasis in this course is to learn to manipulate the typewriter efficiently. The development of speed is stressed so that the student will, upon the completion of the course, have a fair rate which will be of use to him personally. A few simple letter styles are taught as well as manuscript writing and simple tabulation. 3 hours.

Typewriting 6 (w). Intermediate Typewriting. **Prerequisite,** Typewriting 5 or a good knowledge of the keyboard. This is primarily a letter writing course. All the styles of business and personal letters are studied and written. Efficient methods of writing more difficult manuscripts and tabulations are also studied. Minimum requirements for passing is the ability to type 40 words per minute for ten minutes within the 5 error limit. 3 hours.

Typewriting 15 (f). Advanced Typewriting. **Prerequisite,** Typewriting 6 or the ability to write 40 words per minute for ten minutes and a knowledge of letter writing. Production of mailable letters, manuscripts, reports, addressing envelopes, etc., is emphasized. Complicated manuscripts, business reports, tabulations, form letters, and efficient use of multiple carbons are some of the materials which are studied. Minimum requirement for passing is the ability to write 50 words per minute for ten minutes within the 5 error limit. Fifteen minute writings are introduced. 3 hours.

Typewriting 16 (w). Advanced Typewriting. **Prerequisite,** Typewriting 15 or the ability to write 50 words per minute for ten minutes. Legal typing is introduced, and business forms are the chief emphasis in this course. Fifteen minute timings are stressed. The use of office typing projects to accustom the student to office procedure is introduced the last part of the semester. Minimum passing requirement is 60 words per minute within the 5 error limit. 3 hours.

Secretarial Procedures 21 (w). Business ethics, secretarial duties common to all lines of business, such as handling mail, meeting callers, and using the telephone, etc. The student receives instructions in the use of

present day filing systems and their application to the various types of business. 3 hours.

Office Machines 20 (f and w). Prerequisite, Typewriting. A laboratory course in the operation of spirit and stencil duplicators; Ediphone transcribing machine; Comptometer and calculator. 3 hours.

Office Machines 35 (f and w). Prerequisite, Office Machines 20. A laboratory course continuing the work as set up for Office Machines 20, plus work on the posting machine. 3 hours.

EDUCATION

Introduction to Education 1. A study of education as a profession. Description of training programs required to reach objectives. Analysis of individual aptitudes and vocational choices. 3 hours.

Elementary School Organization and Management 5 (f). Major problems of organization and management of both materials and people, from the rural and elementary school point of view. 2 hours.

Technique of Teaching in Elementary Schools 11. (f.) A study of current principles and practices relating to the instructional activities of the elementary classroom teacher. 3 hours.

Arithmetic for Teachers 12 (w). A review of subject matter content in arithmetic in elementary schools together with modern techniques in presentation to elementary pupils. 2 hours.

Children's Literature 13 (see under ENGLISH).

Observation and Practice Teaching in the Elementary School 16 (w). Prerequisite, Technique of Teaching in Elementary Schools 11. Includes practice in schools of Joplin and Jasper County. 3 hours.

FINE ARTS

1. ART

Art Survey 1 (f and w). Study of history, materials and methods of creative art. 3 hours.

Art Education 5 (f). Study of history, materials and methods of creative art as used by elementary teachers. 3 hours.

Art Composition 2 (f and w). Prerequisite, Art Survey 1. Elementary training in drawing and color in relation to composition. 3 hours.

Art Composition 3 (f and w). Prerequisite, Art Composition 2. Study of pictorial organization. 3 hours.

Art Composition 4 (f and w). Prerequisite, Art Composition 3. Creative Art. 3 hours.

2. MUSIC

Introduction to Music 1. (f or w). A survey of the materials of music and the study of selected masterpieces from all fields of music literature. Not for music majors. Three periods per week. 2 hours.

Public School Music 5 (f or w). A survey of music in the American Schools, with emphasis on the techniques employed in the elementary grades. Recommended for music and education majors who may be asked to assist in grade school music. 2 hours.

Music Masterpieces 10 (f). Designed to enable one to understand music and its development. Study of selected masterpieces and their composers. Open to all students. Music majors may enroll for elective credit only. Two periods per week. 1 hour.

Music Masterpieces 11 (w). Continuation of course 10, which is not prerequisite, however. Two periods per week. 1 hour.

Elementary Theory 3 (f). An intensive study of the basic materials of music developed through melodic, rhythmic and harmonic dictation, sight-singing, and keyboard and written harmony. Triads, their inversions and connections. 5 hours.

Elementary Theory 4 (w). Continuation of course 3, including seventh chords and their inversions. Non-harmonic tones. Intensive work in aural perception. 5 hours.

Advanced Theory 15 (f). Prerequisite, course 4. A study of altered chords and modulation. Composition in simple forms. Advanced work in aural perception and keyboard harmony. 3 hours.

Advanced Theory 16 (w). Continuation of course 15. Modal harmony. Introduction to contemporary techniques. Compositions for instrumental ensembles. Emphasis on keyboard harmony. 3 hours.

History of Music 35 (f). General survey of musical development correlated with other cultural factors. Includes music from early times through the period of J. S. Bach. Prerequisite, sophomore standing. 3 hours.

History of Music 36 (w). Continuation of course 35, which is not necessarily a prerequisite though preferably so. From the time of Haydn to the present. 3 hours.

3. APPLIED MUSIC

A. Private instruction may be arranged for piano, organ, voice, and most orchestral instruments. Two-hours' credit per semester may be granted for major study; one, for minor. Two 30-minute lessons per week or one 1-hour lesson per week required for major study, and one 30-minute lesson per week, for minor study. (Turn to Applied Music Curriculum.)

The term, major field, refers to the field of specialization, such as piano or voice. Minor field refers to a complementary field; for instance, voice majors should minor in piano. Courses in major field shall be numbered 112, 122, 212, 222. Courses in minor field shall be numbered 111, 121, 211, 221.

B. Orchestra, band, glee clubs, chorus, and other vocal and instrumental ensembles are open to all students. Arrangement of the ensembles is made according to the personnel available. One-hour elective credit per semester for each activity is allowed to a maximum of eight hours. Music majors are expected to participate in one or more of the school organizations.

HEALTH AND PHYSICAL EDUCATION

Play and Games 1 (w). Activities suitable for the playground, recreation centers, elementary and secondary schools. This course will not substitute for Physical Education. 2 hours.

Hygiene 3 (f or w). Study of principles of personal and social hygiene and public health. 2 hours.

Problems in Intramural Sports 5 (f). Designed to teach men how to carry on a program of intramural and recreational activities. Study of the rules and practice of touch-football, six-man football, soccer, handball, wrestling, boxing, apparatus and tumbling. 3 hours.

Recreational Activities 6 (w). Study and practice of adult sports adaptable to junior and senior high school facilities and to recreational centers. Volleyball, badminton, tennis, speedball, flashball, golf, softball and baseball. 3 hours.

Rules and Officiating 11 (f). The rules of football and basketball and the mechanics of officiating these sports. 2 hours.

Scouting and Boys' Work 12 (w). Fundamental principles of the physical, mental and spiritual development of boys through the agency of various boys' clubs; how to conduct club meetings; the delinquent boy, program building and the principles of scouting; preparing teachers as Scout leaders. 2 hours.

REQUIRED COURSES

All men and women students are required to take courses in physical education throughout the first and second years.

1-2 Required Course, Freshmen Men (f and w). Two periods each week. The activities offered will be decided by the instructor. 1 hour each semester.

3-4 Required Course, Freshmen Women (f and w). Two periods each week. The activities offered will be decided by the instructor. 1 hour each semester.

5-6 Required Course, Sophomore Men (f and w). Two periods each week. A continuation of 1-2. 1 hour each semester.

7-8 Required Course, Sophomore Women (f and w). Two periods each week. A continuation of 3-4. 1 hour each semester.

VOCATIONAL EDUCATION

1. AUTO MECHANICS

Automotive 1 (f). Automotive machines. 8 hours.

Automotive 2 (w). Automotive fundamentals, particular attention to chassis and power transmission. 8 hours.

Automotive 3 (f). Automotive ignition. 8 hours.

Automotive 4 (w). Automotive maintenance. 8 hours.

Automotive 5 (f). Automotive body and fender instruction with emphasis on the straightening of fenders, frames, chassis. Minimum class of 8. 8 hours.

Automotive 6 (w). Specialization in the preparation of the car for painting and repair of upholstery. Minimum class of 8. 8 hours.

2. CABINET SHOP

Cabinet 1, 2 (f and w). Instruction in care of tools, with practice in simpler operations. Construction of school furniture. 8 hours.

Cabinet 3, 4 (f and w). Special instruction and practice in use of power tools, in making cost estimates, blue print reading, and in wood finishing. 8 hours.

Building Estimating 5 (f or w). Includes study of estimating material cost and labor costs and requirements. Organized if sufficient demand. 5 hours.

3. MACHINE SHOP

Machine Shop 1 (f). Lathe instruction, including the use of measuring lathe, use of bench tools. 8 hours.

Machine Shop 2 (w). Milling machine, specialized instruction in slab milling, gear cutting, jigs and fixtures construction, and use of the dividing head. 8 hours.

Machine Shop 3 (f). Shaper and drill press instruction. Instruction will be given on the Universal tool grinders. 8 hours.

Machine Shop 4 (w). Grinding instruction including internal, external, surface centerless grinding. 8 hours.

Machine Shop 5 (f or w). Special machines which include turret lathe operation, gear hopper, and gear shaper, with some attention toward tool making. 8 hours.

4. SHEET METAL

Sheet Metal 1 (f). Instruction in the care and use of tools in the simplest operations. 8 hours.

Sheet Metal 2 (w). Practice on a variety of small projects leading toward specialization. 8 hours.

Sheet Metal 3 and 4 (f and w). Specialization in general jobbing, general sheet metal, and heating and ventilation. 8 hours.

5. WELDING

Welding 1 (f). Acetylene welding. Instruction in the use and care of equipment on various metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

Welding 2 (w). Electric welding. Instruction in the use and care of equipment and welding on various types of metals and alloys. Special attention is given to planning and layout of welding jobs. 8 hours.

6. GENERAL METALS

General Metals 1 and 2 (f and w). Designed for students desiring an overall experience in Machine Shop, Sheet Metal, and Welding, a proportion of time being spent in each shop. Organized if sufficient demand. 8 hours.

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